

**PUBLIC RECORDS (APRA) REQUEST  
CURRENT PROPERTY OWNER REQUEST  
HISTORIC PRESERVATION COMMISSION  
CITY OF SOUTH BEND**

Name of Requesting Party:					
Address of Requesting Party:		City:	State:		
			Zip:		
Telephone:	Date of Request:	Time of Request:	Submitted (check one): <input type="checkbox"/> In Person <input type="checkbox"/> Mail, Email or Facsimile		
Email of Requesting Party		Signature of Requesting Party			
Property Address of Information Requested:					
<b>Records Requested. Use the back of form if additional space is needed.</b>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> SURVEY CARD  <input type="checkbox"/> HISTORY  <input type="checkbox"/> ACTIVE CERTIFICATE OF APPROPRIATENESS  <input type="checkbox"/> PREVIOUS CERTIFICATE OF APPROPRIATENESS </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> 1932 ASSESSOR'S RECORD  <input type="checkbox"/> PICTURES  <input type="checkbox"/> INSPECTION REPORTS </td> </tr> </table>				<input type="checkbox"/> SURVEY CARD <input type="checkbox"/> HISTORY <input type="checkbox"/> ACTIVE CERTIFICATE OF APPROPRIATENESS <input type="checkbox"/> PREVIOUS CERTIFICATE OF APPROPRIATENESS	<input type="checkbox"/> 1932 ASSESSOR'S RECORD <input type="checkbox"/> PICTURES <input type="checkbox"/> INSPECTION REPORTS
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<b>Check one:</b> I request to <input type="checkbox"/> INSPECT or <input type="checkbox"/> BUY copies of the records requested.					
<b>Check one:</b> I request to receive my records by: <input type="checkbox"/> in-person pick-up; or <input type="checkbox"/> REGULAR MAIL; or <input type="checkbox"/> EMAIL; or <input type="checkbox"/> FAX					

**PLEASE BE ADVISED:**

**Current** property owners may inspect and buy copies of the following records for properties that they own without prior review by the legal department:

- Survey Cards
- 1932 Assessor's Records
- Histories
- Pictures
- Active Certificates of Appropriateness
- Most Recent Inspection Reports
- Previous Certificates of Appropriateness

If the document requested do not fit one of the above descriptions, the requester **MUST** fill out the standard APRA request form and receive approval by the legal department.

If the property is in anyone else's name, business, or LLC, the requester **MUST** fill out the standard APRA request form and receive approval by the legal department.

If the requested records relate to prior owners, the requester **MUST** fill out the standard APRA request form and receive approval by the legal department.

All requesters must present valid photo identification at the time of the request in order for the Historic Preservation Commission to verify that he/she is the property owner.

**\*\*\*\*\* DEPARTMENTS MUST SUBMIT REQUESTS TO THE LEGAL DEPARTMENT (APRA@SOUTHBENDIN.GOV) ON THE DAY OF RECEIPT \*\*\*\*\***

**CITY OF SOUTH BEND USE ONLY**

Request Received By:	Director/Designee Authorization:
Department Comments:	